

Production Outline

First, identify the topic & scope of your production, the brainstorming phase. You will fill out a detailed proposal and “sell” the idea of our idea being worthy consideration. Also, you must document your progress via journal reports.

1. Brainstorming
2. Proposal
 - a. form
 - b. explanation of form with examples
 - c. checklist
 - d. acceptance/feedback
3. Production Team Roles
 - a. Role Assignment Form
4. Journaling
 - a. essay/blog part
 - b. Individual time sheets
 - c. checklist
5. Teamwork

Pre-production

Now it is time for details. You will design on paper the flow of your production and sketch designs for how your production will look. Through this process you will begin to identify what resources you will need. Once completed, you are required to obtain approval before entering production.

1. Flowchart
 - a. checklist
 - b. example of draft version
 - c. example of final version
2. Storyboarding
 - a. checklist
 - b. examples
 - c. template
3. Production schedule
4. Sites/locations list
5. Role assignments
6. Production costs
7. Preliminary budget

Production

The longest part of your production is bringing it to life. I will be available to provide consultation and technical advice.

1. Production tips
2. Release Form
3. Accompanying documentation

Post-production

At this stage you will be wrapping up the details in preparation for premiering your movie. You should conduct a tryout of your movie with a test audience and make changes based upon your test audience's feedback

1. Audience test run
 - a. Sample Survey Questions
 - b. Sample Interview Questions

Premiere Showing

You will put on a public premiere where others can come and watch your work. This event will include publicity coordinated by the various teams, and chances for success are highest if it is well-planned.

Appendices

1. Final Budget
2. References